

Administrative Report
January 10, 2020 to January 23, 2020

Administration

1. Finishing tornado reimbursement with FEMA
2. Sergeant Exam will be April 3rd and April 4th
3. Miscellaneous employee changes/questions
4. Employee bi-weekly accruals
5. Payroll
6. 2020 Annual accruals load
7. Pension reporting and payments

Engineering Department

1. Department Projects:
 - a. Zoning Permits//311 updates //Code Enforcement//Planning Commission Meeting Schedule//Cemetery Project//Organizing Maps & Plans//Celina Welcome signs//Street Projects//EPA SWMP
2. Zoning Permits:
 - a. No Zoning Permit to report.
*Special note: Engineering has been working with homeowners who were affected by recent tornado. Assisting in expedient paperwork filing and site locations.
3. Zoning Violations:
 - a. 243 Leona St. - checking into a camper issue (PD involved)
 - b. Signs placed in ROW; political signs
 - c. 1452 James St. – checking into a “home business”
 - d. 229 E Fayette St- possible church in garage
 - e. 308 E. Fayette St.- possible auto repair in residential zoning
4. Planning Commission:
 - a. There is a meeting scheduled for February 13, 2020. (3 items on agenda)
5. Board of Zoning Appeals:
 - a. There is a meeting scheduled for January 30, 2020. (1 item on agenda)
6. 2020 Construction Updates:
 - a. 2018 East Livingston Street Improvements
 - i. PAB Construction Company has completed the Livingston Street project, phase 1 and 2 with the exception of final punchlist. Final punchlist will include final grading and seeding in the tree lawn areas. This is scheduled to be completed in spring 2020.
 - b. 2020 Street Resurfacing Project:
 - i. This project is currently in the planning and design stage. Access Engineering Solutions and the City of Celina expect to put this project out for bid sometime in late May or early June with construction beginning sometime after the first of July.
 - c. 2020 ODOT Resurfacing (North Main Street):
 - i. The Ohio Department of Transportation (ODOT) has contracted with the Shelly Company to resurface N. Main Street from Fulton Street to the

northern City Limits on Main Street. This project has a June 30th completion date and a contract bid price of \$493,173.00.

- d. 2020 (ODOT) West Market Street Reconstruction:
 - i. ODOT accepted bids for this project Thursday 1/23/2020. The Engineers estimate for this project was \$1,718,000.00. The apparent low bidder was Milcon Concrete Inc. from Troy, Ohio with a bid of \$1,676,869.00. The 2nd low bidder was Eclipse Company LLC from Chagrin Falls, Ohio with a bid of \$1,725,418.80. This project has a completion date of 9/30/2020.

The natural gas lines in the area of this project have to be lowered before this project can get started. Dominion Energy is currently preparing this project for bids. They are expected to have their part of this project completed by March 1st.

Fire Department

1. Runs to Date:
 - a. Squad- 78; Total Year- 123
 - b. Fire- 9; Total Year- 15
 - c. Primary Squad Runs for other Branches- 7; Total Year- 7
2. Assisted the Water Distribution with light tower/rescue truck with a water break at Celina Manor on the evening of January 3rd.
3. Auxiliary training was held on Wednesday, January 22nd
4. Attended the Mercer County EMS Advisory meeting on January 16th

Police Department

1. Calls for Service- 650
2. Reports Written- 88
3. Arrests- 23
4. Citations- 13
5. Crashes- 6
6. Warnings- 47
7. Junk Vehicle Report:
 - a. 1709 E. Livingston Street- notice served
 - b. 416 W. Anthony Street- notice completed for service
 - c. 644 N. Sugar Street- charges filed
8. Reports of Interest:
 - a. The Celina Police Department concluded an investigation into a 36-year-old female from Mercer County, Crystal Anderson, by arresting her on a warrant for theft of several hundred dollars from an autistic 26-year-old male.

Anderson was located by Celina Police in a vehicle and arrested. She was also found to be in possession of meth. She was indicted Thursday by Mercer County Grand Jury for the meth and remains in jail at this time.

9. Total Police Department Calls for Services, YTD: 1,083

Parks and Recreation

1. Working on 2020 team sponsorships
2. Little League baseball tournament for June 12th- June 14th

Parks Maintenance

1. Dump trash from parks
2. Cleaned up boardwalk from geese
3. Serviced parks equipment
4. Cut dead trees in Eastview Park woods

Public Works

1. Sign repair
2. Trimming trees in streets and alleyways
3. Working on equipment
4. Started working on cemetery house (stopped because of septic system concerns)
5. Repair catch basins

Water Distribution

1. Install new water services
2. Miscellaneous work orders (dead meters, water turn ons and offs; leaking meters)
3. Water valve repairs, fire hydrant repairs
4. Locates of utilities
5. Install new residential water meters

Sewer Collection

1. Locates for utilities
2. Jet sanitary and storm sewers
3. Cleaned catch basins
4. Repair catch basins
5. Camera sewers for repairs

Customer Accounts/Meter Readers

1. Billed 2,079 customer billings
2. Shut off 12 customers
3. Sent out 480 delinquent billings
4. Sent out finals and refunds
5. Meter readers continue to read routes

Water Treatment Plant

1. Completed 49 microbiology samples
2. Continued weekly sampling for Microcystin analysis:
 - a. Raw Water 01/14/20 – 6.6 ug/L
 - b. Raw Water 01/21/20 – 6.0 ug/L
 - c. All Finished Water Samples were Non-Detect for Microcystin Toxin
 - d. Continued Microcystin Sampling for outside communities (Paulding, Van Wert, Delphos)

3. Bryson Pool Operations
 - a. Pool is closed for the season
 - i. Maintenance list received from pool staff for next season
 - ii. Replacement pool area divider rope/floats ordered
4. Water Dept. Training
 - a. AWWA meeting scheduled in April 2020
 - b. Technology Committee Meetings scheduled for;
 - i. February 25th, May 19th, August 18th, & November 17th, 2020
5. WTP Buildings, Grounds, & Operations:
 - a. Installed lime tank fill strainer, having solids problem from supplier tankers
 - b. Continued Fall tank cleaning
 - i. North & South Clarifiers, Jan 2020
6. WTP Capital Projects
 - a. Engineers continuing plant review, \$8M was received mid-August
 - i. Clarifier Replacement Project – equipment bids are out, opening on 01/30/20
 1. Planning site visits to look at completed projects
 2. Plan to take to Council 2/10/20
 - ii. Sludge testing with OSU ongoing, waiting for last round of results

Wastewater

1. Completed daily operations: open/close WWTP, transfer wasted sludge twice daily, clean course bar screens daily, record influent/effluent readings three times daily, record sludge blanket depth/clarity, monitor all process equipment twice daily, transfer sodium aluminate/polymer/calcium nitrate as needed, perform all laboratory tests needed for operational control and permit compliance, check 13 lift stations daily (check generators/voice reporters and clean level probes weekly), perform buildings/grounds duties as needed
2. Completed SOUR test on AD#4
3. Sent County Engineer WWTP Precipitation Reports
4. Received 2019 Sewer Maintenance Log from Public Works Dept. for CMOM file
5. WWTP bypass event; reported to OEPA
6. Reviewed drawings to Sludge Storage Building Addition
7. D&M Fencing set new posts for cantilever gate & set gate
8. Worked on Scotty's lift station alternator
9. Reviewed/Updated PTI Approval Application for Craig Knapke/Access Engineering for sludge dewatering improvement project
10. Completed reviewing bunker addition project drawings from Access; received revised drawing for final review
11. Completed 2019 Annual Sludge Report
12. Completed 2019 Annual SSO Report
13. Talked to Kent Miller / Hicksville as reference call for Access Eng.
14. Sampled biosolids for Republic Services Special Waste Permit
15. Delivered 2019 Sludge Record binder to Andy Smith

Electric Distribution

1. Set 17 poles
2. Replacement/upgrade
 - a. 2 Underground
3. Street lights
 - a. 12 Repairs
 - b. 7 Replaced
 - c. 1 New Install
4. Underground Locates (OUPS) 37
5. Substations
 - a. Continue work on system mapping
6. Request or Miscellaneous Jobs
 - a. Continue physical inventory counts
 - b. Install new anchor and pull pole- Doner Road east of State Route 49 after car struck guy wire
 - c. AMP- safety meeting
7. Trouble Calls
 - a. 1/11/2020- Walnut Street- trees on line
 - b. 1/12/2020- Lines on ground- were phone lines
 - c. 1/18/2020- Mercer Road- tree limb on lines
 - d. 1/20/2020- Hemlock Street- ½ power
8. Large Projects
 - a. Pull primary UG wire to switchgear for generator at Reynolds & Reynolds
 - b. Clean up work and material recovery from Reynolds & Reynolds job
 - c. Continue work on Oregon Road from State Route 127 east to Hayes Road- County moving right of way back; move existing pole line back to edge of new right of way